

Annex D

Immunization Strike Team (IST) Request Form

1. Complete the below form and return by fax to April Bailey at (317) 233-3719.
2. All requests must be received at least 8 consecutive days prior to the clinic date.

Provider Information

Date Request Submitted _____ County/City _____

Contact Name(s) _____ Title _____

Phone _____ Email _____

Clinic Information

Date/Time of Team Arrival _____

Date/Time of Clinic _____

Clinic Location Name _____

Clinic Location Address _____

City _____ Zip _____ Location Phone _____

Est. Size of Location _____ sq. ft. Location has Internet Capability? ☐ Yes ☐ No

Estimated Number of Vaccinations to be given _____ Average time per vaccination _____

Number of vaccines x average time per vaccine = Total time needed

Total time needed _____ Length of Clinic in Minutes _____

Total time needed/Length of clinic = Number of Stations needed (Round up if needed)

Total Number of Vaccine Stations Needed _____

Clinic Staffing

How many of each staff position will your LHD be providing for this clinic?

Vaccinators _____ CHIRP Data Entry & other support staff _____

(Note: The Clinical Nursing Supervisor and Registered Nurses will automatically be provided as part of the Immunization Strike Team.)

How many doses of vaccine do you currently have available for the clinic? _____

How many doses of vaccine will need to be ordered and received prior to the clinic? _____

For ISDH Use Only

To be completed by Immunization Division

Will needed doses be available? ____

Clinical Nursing Supervisor _____ (1 Required)

Registered Nurses _____ (Number of stations/3)

Vaccinators _____ (Number of stations+25% minus LHD provided staff)

CHIRP Data Entry & Support staff ____ (Number of stations=25% minus LHD provided staff)

Date Request submitted to PHPER _____

To be completed by PHPER

LHD District Lead Notified _____

Staff Request Submitted to KS _____

Staff Availability Confirmed _____

For Immunizations: CHIRP Paperwork Submitted-LHD Notified of Strike Team Approval _____